

From: [Mason, Steve](#)
To: [Loesel, Matthew](#)
Subject: Night-Time Operations Duties
Date: Monday, April 01, 2019 8:57:00 PM

- The most important duty is to produce the draft bullets for the Daily Update to send to the Regional Office by 6:30 am each morning (You already have a good handle on this, but one thing I do is review the end of shift update that TCEQ files at 11:00 pm) to include anything on our update that the night time operations may not be aware of that happened during the day (just ask either the 2:00 – 11:00 TCEQ person, or the late night TCEQ person)
- Review and approve the IAP for each operational period
- Review and approve any plans submitted to us during the night (unless it needs to be sent to Dallas for review)
- Review and approve any media releases submitted to us during the night
- Any benzene releases that exceed or come close to the action level, ensure (working with CTEH, TCEQ, and ITC) the strike team is deployed to validate / duplicate the detection. If the release is sustained, then help ensure the local community (through the Harris Co. representative here at the UC) is informed
- At least twice a night, go up to Operations to check on their status on the tank farm and to update them on what EPA/TCEQ is doing that may affect them
- Be available to answer any questions that anyone in Unified Command may have on environmental issues (coordinate with TCEQ / Harris County to ensure we are providing back a unified response / decision)
- Take the time to consider suggestions you can make to the FOSC that he/she may want to implement

With Regards, Steve



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"Frequently, my thoughts get bored and walk down to my mouth. Often, this is a bad thing."